

CRIMINAL JUSTICE TRAINING REFERENCE MANUAL

REGIONAL ACADEMY FUNDING

SEP 98

I. Purpose

The purpose of this policy is to establish a methodology for the distribution of state monies in the form of grants to eligible regional criminal justice training academies as prescribed by law.

II. Formula

Effective March 24, 1998 the following formula was approved for use by the Criminal Justice Services Board as the most equitable means of allocating state monies to each of the ten regional academies eligible to receive funding by law.

- A. Beginning July 1, 1998 , the total state general fund allocation conveyed to each of the ten regional academies will be distributed according to a three year average of officer population. Please refer to the Regional Academy General Fund Milestones chart.
- B. Beginning October 1, 1998 the total state special fund allocation conveyed to each of the ten regional academies will be distributed according to a three year average of officer population. Please refer to the Regional Academy Special Fund Milestones chart.

III. Determination of Officer Population

- A. A list of participating criminal justice agencies shall be mailed to each regional academy by DCJS. Each academy shall make appropriate additions, deletions and corrections and return a true and correct copy to DCJS.
- B. The Department shall determine officer population for the fiscal year based upon employment information submitted on Form 21 by eligible, participating, local criminal justice agencies of each academy required to received mandated training pursuant to §9-170, Code of Virginia.
- C. Officer population figures will be determined through a computer tabulation of officers on file with the Department on the third Tuesday of October of each year. This figure will then be averaged with the officer population figures of the two preceding years.

IV. General Fund Notification Process

- A. Based upon the formula in this policy, projected (target) allocations of their general fund for the upcoming fiscal year will be mailed to eligible academy directors on the third Tuesday of November.
- B. Pending final action by the Governor and the General Assembly, preliminary allocation figures shall be distributed to eligible academies no later than May 1 of each year.
- C. By May 15 of each year, eligible academies must acknowledge, in writing, their intent and ability to match all or part of the preliminary allocation. Academies should also indicate its desire, if any, to accept supplemental funds (funds unable to be matched by other academies).

V. Notification of Grant award will be mailed to academies by July 1.

VI. Special Fund Notification Process

- A. Based upon the formula in this policy, projected (target) allocations of their special fund for the upcoming fiscal year will be mailed to eligible academy directors on approximately August 1.
- B. An amended grant award will be mailed to regional academy board chairmen on approximately August 15.
- C. The special fund allocation will be disbursed to academies on approximately October 1.

**CRIMINAL JUSTICE TRAINING
REFERENCE MANUAL****REGIONAL ACADEMY FUNDING****SEP 98****REGIONAL ACADEMY GENERAL FUND MILESTONES**

List of eligible participating criminal justice agencies sent to academies	DCJS	First Tuesday in September
Academies verify list of participating agencies to DCJS	Academies	Third Tuesday in September
Officer population determined from Form 21s on file	DCJS	Third Tuesday in October
Academies notified of projected general fund allocations for the upcoming fiscal year	DCJS	Third Tuesday in November
Preliminary allocations of general funds mailed to academies. Final general fund allocations are contingent upon action by the Governor and outcome of the veto session	DCJS	May 1
Academies submit grant applications to DCJS.	Academies	May 15
Application confirmed	DCJS	Mid June
Notification of General Fund Grant Award mailed to academies. Quarterly general fund payments begin.	DCJS	July 1

REGIONAL ACADEMY SPECIAL FUND MILESTONES

Amount available to each academy from the special fund mailed to academies	DCJS	August 1
Amended general fund grant award to reflect additional amount from special fund mailed to academies	DCJS	August 15
Acceptance of amended grant submitted to DCJS	Academies	September 15
Special funds disbursed	DCJS	October 1

